

Retention and Classification Report

Agency: Mantua (Utah) (657)

Mantua Town Hall
409 North Main
Mantua, UT 84324
435 723-7054

Records Officer Lori Hurd

17522	Board minutes
26493	Cemetery records
26492	Ordinances
26491	Resolutions
26490	Town history

AGENCY: Mantua (Utah)

SERIES: 17522

3

TITLE: Board minutes

DATES: 1911-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 01/05/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

AGENCY: Mantua (Utah)

SERIES: 17522

TITLE: Board minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Mantua (Utah)

SERIES: 26493

3

TITLE: Cemetery records

DATES: ca. 1860-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical

AGENCY: Mantua (Utah)

SERIES: 26493

TITLE: Cemetery records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Mantua (Utah)

SERIES: 26492

3

TITLE: Ordinances

DATES: 1911-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 02/28/2007

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Mantua (Utah)

SERIES: 26492

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Mantua (Utah)

SERIES: 26491

3

TITLE: Resolutions

DATES: 1961-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

AUTHORIZED: 02/28/2007

FORMAT MANAGEMENT:

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AGENCY: Mantua (Utah)

SERIES: 26491

TITLE: Resolutions

(continued)

APPRAISAL:

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Mantua (Utah)

SERIES: 26490

3

TITLE: Town history

DATES: 1982-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 76.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

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APPRAISAL:

Historical

AGENCY: Mantua (Utah)

SERIES: 26490

TITLE: Town history

(continued)

PRIMARY CLASSIFICATION:

Public